

08/12/2024 11:08 am EDT

***Note:** end users (dealer's customers who enable autopay through the customer portal, are defaulted on the 1st of the month for autopay, without the ability to change it, unless they call the dealer)

There, click the edit button (pencil and notepad icon) to the right-hand side of the credit card in question:

My Test-Customer - 1326

Canton, MI 48188 Phone: (999) 999-8521 Cell: Email: just@ Customer Type: COMMERCIAL Salesperson: Test Tech	Status: Active Priority: Normal Customer Since: 02/11/2020 Last Statement: 07/18/2024 Default Term: Net 10 Days Recurring Term: Net 60 Service Term: Net 30 Days Manual Term: 90 Days Delivery Method: Mail Deliver RMR Inv: Yes	Open Invoices: \$ Open Credits:) Unapplied Cash: Balance Due: \$ Late Fee Balance:) Total Balance Due: \$ Total RMR:) Auto Pay:
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Comments

Invoices 33 Credits 0 Sites/Sys 2 RMR 3 Work Orders 35 Proposals 1 Payments 29 **CC/eCheck 1** Notes 4 Contacts 1 Utilities

Transactions **Credit Card** eChecks

Credit Cards

Account Name	Card Type	Expiration Date	Last 4	Auto Recurring	
VISA Credit Card - 0026	Visa	2/2023	0026	No	[Edit] [Delete]
MAST Credit Card - 9565	Master Card	3/2020	9565	No	[Edit] [Delete]

New Credit Card

You will see the autopay date, called Auto Day:

Edit Credit Card

My

Test-Customer

Company Name

5775 Joy Rd

Address 2

Canton

Michigan

48187

(999) 999-8520

justatestemail@999.999.com

Use Customer Address:

☐

Credit Card Information:

Type:

Holder Name: VISA Credit Card - 0026

Expire Date: February

Description:

Auto Pay:

Auto Recurring: ☒

Auto Day: 15

*1-28